

## How to Register another Participant for NAMIWalks

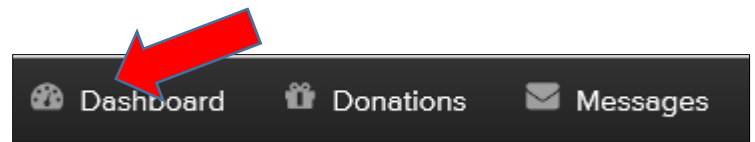
### Login

Go to your NAMIWalks website and click the **LOGIN** button at the top of your screen. Log in with your username and password.



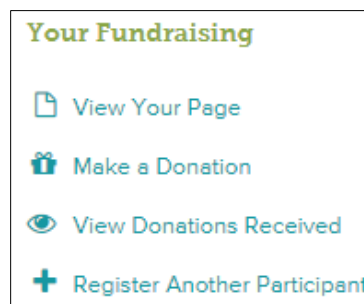
### Step 1:

Always click **Dashboard** on the top menu bar of your page to get to the “back end” of your page.



### Step 2:

Once you are logged in, scroll down and click **Register Another Participant** inside the **Your Fundraising** box on the right-hand side.



### Step 3:

This will take you to the **registration** page. Enter the new participant’s name and select their relationship to you from the drop-down list.

If you do not want to use your address for the new participant, you will be given an opportunity to enter their information in **Step 9**.

Name\*

Use my address for this participant

Relationship to You\*

- [Select...]
- Spouse
- Child
- Friend
- Co-worker
- Family member / relative

### Step 4:

Who will manage this participant’s account? If you are registering your children or others who do not have online access, you can choose to manage their account. Otherwise, it’s important to let them **manage their own account**. You will need their email address for this option.

I will manage this participant's fundraising page and receive email about their fundraising progress.






Email Address\*

**Step 5:**

Next you will complete their participant type as shown to the right. If you select **Walk Star, Team Member** or **Walker on a Team**, the system will default to your team name.

If the walker would like to be on a **different team**, you will not be able to register them.

Participant Type \*

	<b>Walk Star, Team Member</b> Join a Team and be a STAR WALKER and advocate for NAMI! Take your fundraising to the next level. Raise a minimum of \$1,000 Individually and receive our distinguished Walk Star Pin and other special honors on Walk Day!
	<b>Walk Star, Not on a Team</b> Be a STAR WALKER and advocate for NAMI! Take your fundraising to the next level. Raise a minimum of \$1,000 Individually and receive our distinguished Walk Star Pin and other special honors on Walk Day!
	<b>Team Captain</b> You are a leader and an advocate for NAMIWalks. Be a Team Captain and lead others by example to the finish line!
	<b>Walker on a Team</b> Your joining a team and making a difference by fundraising for our cause.
	<b>Virtual Walker</b> Be a "virtual walker" and raise money for NAMI's mission no matter where you are on Walk Day!

**Step 6:**

Click **Continue to Next Step**.

[CONTINUE TO NEXT STEP](#)

### Step 7:

Now complete their registration details. Questions with a red asterisk must be completed to move on. Our recommended Fundraising Goal is a minimum of \$100 so they can earn a T-shirt on Walk Day.

John's Fundraising Goal *	<input type="text" value="\$"/>
Make a Donation *	<input type="radio"/> Yes! I'd like to make a donation toward John's fundraising goal. <input type="radio"/> Not at this time, though I may make a personal donation at a later date.
Which best describes your connection to NAMI?	<input type="text" value="[Select...]"/>
What is your T-shirt size? Every person who raises \$100 or more will receive a T-shirt on the day of the walk. Please select your size so we will have sufficient quantities available. Thank you.	<input type="text" value="[Select...]"/>
How did you hear about us?	<input type="text"/>
What is your birth year? <small>(ex: 1985)</small>	<input type="text"/>

### Step 8:

If you are registering for a participant who does **not** share the same address as you, you will be asked to input their Address Information and Phone Number.

#### Address Information

Street *	<input type="text" value="111 Brown Drive"/>
Apt/Suite/Other	<input type="text"/>
City *	<input type="text" value="Akron"/>
State/Province *	<input type="text" value="Ohio"/>
Zip/Postal Code *	<input type="text" value="15222"/>
Country *	<input type="text" value="United States"/>
Phone *	<input type="text" value="123-123-1212"/>
Mobile Phone (Optional)	<input type="text" value="123-123-1234"/>

### Step 9:

Be sure to review and click the "I Agree to the Terms and Conditions" box at the bottom to continue.

#### Terms and Conditions for Participation

I Agree to the [Terms and Conditions](#)

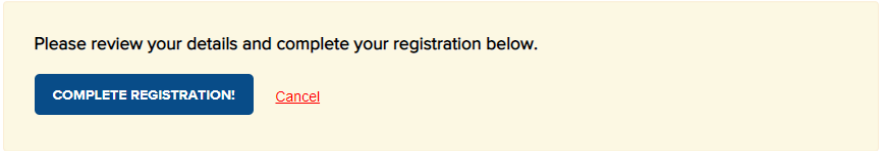
**Step 10:**

Click **Continue to Confirmation**



**Step 11:**

Finally, you will have a chance to review the information you inputted, and make corrections as necessary. When you are ready, click **Complete Registration**.



If you need assistance, contact your Local Walk Manager.